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4 December 1986

STAT

MEMORANDUM FOR: [redacted]
Chief, Information Resources
Management Division, OIS

STAT

FROM : [redacted] OIR/RMO

SUBJECT : Annual Records Inventory - FY 1986

Attached is the annual records inventory for FY 1987 for the Office of Information Resources. There are quite a few large differences from last year. These are easily explained. The large losses in the office files and the card-size files are due to the abolishing of OCR and the creation of OIR and LDA. The entire collection of biographic files went to LDA. As a result, the OIR files reflect a loss. Included in the newly organized OIR is the former DI/ASG which accounts for the large increases in certain items in the magnetic records and film records categories.

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If you want a further breakdown of individual items, please call me on [redacted] I feel that the descrepancies from last year are all within the normal operating range with the exception of the items listed above.

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[redacted]

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 86

TO: OIS/IRMD

FROM: *(Directorate and Office)* OIR/DDI

		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I.	OFFICE FILES:			
a.	Case, Subject, Chronos, Etc.	6,756.8	1051.4	-5705.4
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	18,140.0	18,012.2	- 127.8
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	4,692.9	4494	-198.9
d.	Other *(Describe)*	490.9	114	-376.9 -?
	TOTAL LINEAR FEET OF OFFICE FILES	30,080.6	23,671.6	-6408.1
II.	CARD-SIZE FILES:			
a.	3x5 Cards	1,646.9	2,004.3	+357.4
b.	5x8 Cards	9,839.9	155.5	-9684.4
c.	Punch Cards			
d.	Abstracts			
e.	Aperture Cards	1,814.0	1883.8	+69.8
f.	Microfiche	712.6	547.5	-165.1
g.	Other *(Describe)*	272.4	1695.8	+1423.4
	TOTAL LINEAR FEET—CARD-SIZE FILES	14,285.8	6286.9	-7998.1

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III.	MAGNETIC RECORDS:			
a.	Computer Tapes	587.0	910	+323
b.	Audio Tapes		73	+73
c.	Video Tapes	6,322.0	5,882	-440
d.	Disc Packs	36.0	58	+22
e.	Word Processing Magnetic Tapes		91	+91
f.	Word Processing Magnetic Cards	115.0	0	-115
g.	Magnetic Diskettes 5¼"	162.5	2,382	+2219.5
h.	Magnetic Diskettes 8"	565.0	275	-290
i.	Paper Tapes			
j.	Other *(Describe)*	25.8	96	+70.2
IV.	FILM RECORDS:			
a.	Microfilm—16mm Reels	2.791	1,903	-888
b.	Microfilm—35mm Reels	3,771	3,796	+25
c.	Microfilm Cassettes	2,618	2,719	+101
d.	Movie Film	460	871	+411
e.	Other *(Describe)*	279,791	281,823	+2032

Comments:

STAT Sig [redacted] OIR/RMO Date: 4 Dec 86

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 1986

TO: OIS/IRMD

FROM: *(Directorate and Office)* DDI/OSWR

		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I.	OFFICE FILES:			
a.	Case, Subject, Chronos, Etc.	2776	1955	-821
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	9720	7611	-2109
c. *	Odd-Size Material: Maps, Charts, Photographs, Etc.	218	541	+323
d.	Other *(Describe)*			
	TOTAL LINEAR FEET OF OFFICE FILES	12,714	10107	-2607
II.	CARD-SIZE FILES:			
a.	3x5 Cards	37	25	-12
b.	5x8 Cards	43	21	-22
c.	Punch Cards	43	11	-32
d.	Abstracts	21		-21
e.	Aperture Cards	8		-8
f.	Microfiche	80	57	-23
g.	Other *(Describe)*			
	TOTAL LINEAR FEET—CARD-SIZE FILES	232	114	-118

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III.	MAGNETIC RECORDS:			
a.	Computer Tapes	4812	3402	-1410
b.	Audio Tapes		12	+12
c.	Video Tapes	72	76	+04
d.	Disc Packs	60	35	-25
e.	Word Processing Magnetic Tapes	80	34	-46
f.	Word Processing Magnetic Cards		21	+21
g.	Magnetic Diskettes 5¼"	1140	1738	+598
h.	Magnetic Diskettes 8"	1110	1806	+696
i.	Paper Tapes		30	+30
j.	Other *(Describe)*			
IV.	FILM RECORDS:			
a.	Microfilm—16mm Reels	425	500	+75
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film			
e.	Other *(Describe)*			

Comments:

STAT Sig [redacted] Date: 5 December 1986

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 86

TO: OIS/IRMD

FROM: *(Directorate and Office)* LDA/DDI

		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I.	OFFICE FILES:			
a.	Case, Subject, Chronos, Etc.		3,609.1	
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.		3,805.3	
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.		249.9	
d.	Other *(Describe)*			
	TOTAL LINEAR FEET OF OFFICE FILES		7,664.3	
II.	CARD-SIZE FILES:			
a.	3x5 Cards			
b.	5x8 Cards		9,582.5	
c.	Punch Cards			
d.	Abstracts			
e.	Aperture Cards		185.	
f.	Microfiche		16.5	
g.	Other *(Describe)*			
	TOTAL LINEAR FEET—CARD-SIZE FILES		9,784.0	

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III.	MAGNETIC RECORDS:			
a.	Computer Tapes			
b.	Audio Tapes		69.	
c.	Video Tapes		48.6	
d.	Disc Packs		13.	
e.	Word Processing Magnetic Tapes			
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5¼"		66.	
h.	Magnetic Diskettes 8"		369.	
i.	Paper Tapes			
j.	Other *(Describe)*			
IV.	FILM RECORDS:			
a.	Microfilm—16mm Reels		50.	
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes		36.	
d.	Movie Film			
e.	Other *(Describe)*			

Comments:

Please Note: LDA DIVISION WAS ORGANIZED IN 1986 FROM OCR..

STAT [redacted]

Date: 12/4/86

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 86

TO: OIS/IRMD

FROM: *(Directorate and Office)* DDI/OGI

		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I.	OFFICE FILES:			
a.	Case, Subject, Chronos, Etc.	4489.7	4422.4	-67.3
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	2967.7	2204	-763.7
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	1584.5	1979	+394.5
d.	Other *(Describe)*		20	
	TOTAL LINEAR FEET OF OFFICE FILES	9041.9	8625.4	-416.5
II.	CARD-SIZE FILES:			
a.	3x5 Cards	12.3	5.25	-7.05
b.	5x8 Cards	22.5	4	-18.5
c.	Punch Cards			
d.	Abstracts		1	1
e.	Aperture Cards			
f.	Microfiche	35.8	24.8	-11
g.	Other *(Describe)*			
	TOTAL LINEAR FEET—CARD-SIZE FILES	70.6	35.05	-35.55

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III.	MAGNETIC RECORDS:			
a.	Computer Tapes	185	143	-42
b.	Audio Tapes	56	—	-56
c.	Video Tapes	5	11	+6
d.	Disc Packs	149	146	-3
e.	Word Processing Magnetic Tapes	45	15	-30
f.	Word Processing Magnetic Cards		50	+50
g.	Magnetic Diskettes 5¼"	383	736	+353
h.	Magnetic Diskettes 8"	569	1216	+647
i.	Paper Tapes			
j.	Other *(Describe)* NBI DISKETTES	12	18	+6
IV.	FILM RECORDS:			
a.	Microfilm—16mm Reels	15	—	
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film			
e.	Other *(Describe)* 7x7 film cans	3400	403	-2997
	aerial photography	6	—	-6

Comments:

STAT Signatu [redacted] Date: 10 Dec 86

FORM 9-85 358

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 86

TO: OIS/IRMD

FROM: *(Directorate and Office)* O/DDS&T

		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I.	OFFICE FILES:			
a.	Case, Subject, Chronos, Etc.	377	379	+2
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	158	174	+16
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.			
d.	Other *(Describe)*			
TOTAL LINEAR FEET OF OFFICE FILES		535	553	+18
II.	CARD-SIZE FILES:			
a.	3x5 Cards	3	3	0
b.	5x8 Cards	2	2	0
c.	Punch Cards			
d.	Abstracts			
e.	Aperture Cards			
f.	Microfiche			
g.	Other *(Describe)*			
TOTAL LINEAR FEET—CARD-SIZE FILES		5	5	0

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III.	MAGNETIC RECORDS:			
a.	Computer Tapes			
b.	Audio Tapes	6	6	0
c.	Video Tapes	18	22	+4
d.	Disc Packs	2	5	+3
e.	Word Processing Magnetic Tapes			
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5¼"			
h.	Magnetic Diskettes 8"	81	261	+180
i.	Paper Tapes			
j.	Other *(Describe)*			
IV.	FILM RECORDS:			
a.	Microfilm—16mm Reels			
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film	18	18	0
e.	Other *(Describe)*			

Comments:

STAT Signature of Con [redacted] Date: 11/26/86

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 86

TO: OIS/IRMD

FROM: *(Directorate and Office)* DS&T/ORD/RMO

		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I.	OFFICE FILES:			
a.	Case, Subject, Chronos, Etc.	558.7	568.5	+ 9.8
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	1,994.5	2,112.5	+ 118
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	40.2	35	- 5.2
d.	Other *(Describe)*			
	TOTAL LINEAR FEET OF OFFICE FILES	2,593.4	2,716	+ 122.6
II.	CARD-SIZE FILES:			
a.	3x5 Cards	27	27	0
b.	5x8 Cards	3.3		- 3.3
c.	Punch Cards			
d.	Abstracts	16	4	- 12
e.	Aperture Cards			
f.	Microfiche	47.2	26	- 21.2
g.	Other *(Describe)*			
	TOTAL LINEAR FEET—CARD-SIZE FILES	93.5	57	-36.5

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III.	MAGNETIC RECORDS:			
a.	Computer Tapes	535	776	+ 241
b.	Audio Tapes	91	154	+ 63
c.	Video Tapes	338	349	+ 11
d.	Disc Packs	27	21	- 6
e.	~~Word Processing Magnetic Tapes~~ Video Disk Platters	10	12	+ 2
f.	Word Processing Magnetic Cards		150	+ 150
g.	Magnetic Diskettes 5¼"	46	247	+ 201
h.	Magnetic Diskettes 8"	129	354	+ 225
i.	~~Paper Tapes~~ MacIntosh Diskettes 3 1/2"	91	758	+ 667
j.	Other *(Describe)* *20MB Streaming Tape Cass.	41		
	60MB Data Cartridges		71	
	Mini Data Cartridges		9	
IV.	FILM RECORDS:			
a.	Microfilm—16mm Reels			
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film	41	53	+ 12
e.	Other *(Describe)*			

Comments: * Some of these tape cassettes were moved to the 60MB Data Cartridges

STAT Signat

Date: 2 December 1986

FORM 9-85 **3581** OBSOLETE PREVIOUS EDITIONS

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 1986

TO: OIS/IRMD

FROM: *(Directorate and Office)* DDS&T/OSO

		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I.	OFFICE FILES:			
a.	Case, Subject, Chronos, Etc.	4,381.0	4,621.0	240.0
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	1,135.0	935.0	-200.0
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	108.0	117.0	9.0
d.	Other *(Describe)*			
TOTAL LINEAR FEET OF OFFICE FILES		5,624.0	5,673.0	
II.	CARD-SIZE FILES:			
a.	3x5 Cards			
b.	5x8 Cards			
c.	Punch Cards			
d.	Abstracts	89	4.0	- 85.0
e.	Aperture Cards			
f.	Microfiche	24	26.0	2.0
g.	Other *(Describe)*			
TOTAL LINEAR FEET—CARD-SIZE FILES		113	30.0	

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III.	MAGNETIC RECORDS:			
a.	Computer Tapes	5,000	6,500	1,500
b.	Audio Tapes			
c.	Video Tapes			
d.	Disc Packs	94	156	62
e.	Word Processing Magnetic Tapes	158	177	19
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5¼"	726	814	88
h.	Magnetic Diskettes 8"			
i.	Paper Tapes			
j.	Other *(Describe)*			
IV.	FILM RECORDS:			
a.	Microfilm—16mm Reels	895	895	-0-
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes			
d.	Movie Film			
e.	Other *(Describe)*			

Comments:

STAT Signa [redacted] Date: 11/28/86

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 1986

TO: OIS/IRMD

FROM: *(Directorate and Office)* DDS&T/OTS

		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I.	OFFICE FILES:			
a.	Case, Subject, Chronos, Etc.	3561	2846	-715
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	1887	1583	-304
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	521	108	-413
d.	Other *(Describe)*			
	TOTAL LINEAR FEET OF OFFICE FILES	5969	4537	-1432
II.	CARD-SIZE FILES:			
a.	3x5 Cards	36	54.3	18.3
b.	5x8 Cards		12	12
c.	Punch Cards			
d.	Abstracts			
e.	Aperture Cards			
f.	Microfiche	396	57.1	-338.9
g.	Other *(Describe)*			
	TOTAL LINEAR FEET—CARD-SIZE FILES	432	123.4	-308.6

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III.	MAGNETIC RECORDS:			
a.	Computer Tapes	410		-410
b.	Audio Tapes	59	40	-19
c.	Video Tapes	73	148	75
d.	Disc Packs	65	85	20
e.	Word Processing Magnetic Tapes			
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5¼"	50	32	-18
h.	Magnetic Diskettes 8"	1920	744	-1176
i.	Paper Tapes			
j.	Other *(Describe)* removable cartridge-Wang		2	2
IV.	FILM RECORDS:			
a.	Microfilm—16mm Reels	1630		-1630
b.	Microfilm—35mm Reels	40		-40
c.	Microfilm Cassettes			
d.	Movie Film	7	2	-5
e.	Other *(Describe)*			

Comments:

STAT Signature of Component RMO:

Date: 12/10/86

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 1986

TO: OIS/IRMD

FROM: *(Directorate and Office)* ESD/OSD

		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I.	OFFICE FILES:			
a.	Case, Subject, Chronos, Etc.	621	729	108
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	100	907	807
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	75	251	176
d.	Other *(Describe)*			
TOTAL LINEAR FEET OF OFFICE FILES		796	1887	1091
II.	CARD-SIZE FILES:			
a.	3x5 Cards			
b.	5x8 Cards			
c.	Punch Cards			
d.	Abstracts			
e.	Aperture Cards		20	20
f.	Microfiche	27	92	65
g.	Other *(Describe)*			
TOTAL LINEAR FEET—CARD-SIZE FILES		27	112	85

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III.	MAGNETIC RECORDS:			
a.	Computer Tapes		29	29
b.	Audio Tapes			
c.	Video Tapes		23	23
d.	Disc Packs	5	13	8
e.	Word Processing Magnetic Tapes			
f.	Word Processing Magnetic Cards			
g.	Magnetic Diskettes 5¼"	20	287	267
h.	Magnetic Diskettes 8"	97	314	217
i.	Paper Tapes			
j.	Other *(Describe)*			
IV.	FILM RECORDS:			
a.	Microfilm—16mm Reels			
b.	Microfilm—35mm Reels			
c.	Microfilm Cassettes		12	12
d.	Movie Film			
e.	Other *(Describe)*			

Comments:

Signature of Component RMO: STAT

Date: 12/10/86

FORM 9-85

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 1986

TO: OIS/IRMD

FROM: *(Directorate and Office)* DDS&T/OD&E/FO

		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I.	OFFICE FILES:			
a.	Case, Subject, Chronos, Etc.	1,135	7,296.4	6,160.4 ft
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	7,736	7,600.5	(135.5) ft
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	1,659	351.5	(1,307.5) ft
d.	Other *(Describe)* Forms		438.8	438.8 ft
	TOTAL LINEAR FEET OF OFFICE FILES	10,530	15,687.2	5,157.2 ft
II.	CARD-SIZE FILES:			
a.	3x5 Cards	48.5	28	(20.5) ft
b.	5x8 Cards	9.8	30.5	20.7 ft
c.	Punch Cards	13.6	3.4	(10.2) ft
d.	Abstracts	9	72.6	63.6 ft
e.	Aperture Cards	15	51.3	36.3 ft
f.	Microfiche	165.6	134.1	(31.5) ft
g.	Other *(Describe)* 4x8 Cards		11	11 ft
	TOTAL LINEAR FEET—CARD-SIZE FILES	261.5	330.9	69.4 ft

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III.	MAGNETIC RECORDS:			
a.	Computer Tapes	14,614	17,665	3,051 ea
b.	Audio Tapes	236	196	(40) ea
c.	Video Tapes	1,282	2,287	1,005 ea
d.	Disc Packs	517	765	248 ea
e.	Word Processing Magnetic Tapes		72	72 ea
f.	Word Processing Magnetic Cards		572	572 ea
g.	Magnetic Diskettes 5¼"	2,330	4,070	1,740 ea
h.	Magnetic Diskettes 8"	2,267	3,201	934 ea
i.	Paper Tapes	6		(6) ea
j.	Other *(Describe)* Cartridges		13,232	13,232 ea
IV.	FILM RECORDS:			
a.	Microfilm—16mm Reels	4,761	2,488	(2,273) ea
b.	Microfilm—35mm Reels		28	28 ea
c.	Microfilm Cassettes		14	14 ea
d.	Movie Film	15		(15) ea
e.	Other *(Describe)* Rolls/Spools		198	198 ea
	Slides		780	780 ea
	Strip Film		20,448	20,448 ea

Comments:

STAT

Date: 9 Dec 1986

FO 9-8

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9 December 1986

MEMORANDUM FOR: OIS/IRMD

25X1 FROM : OD&E/FO/RMO [redacted]

SUBJECT : 1986 Record Inventory

OD&E/FO records holding increased drastic in 1986 Compared to the 1985 inventory. Listed below are the increases:

1. Paper holding increased 5,157.2 linear ft.
2. Magnetic records increased 20,808 each.
3. Film holding increased 19,180 each.

There are two reason for this increase.

1. I think that this is the first in-depth survey in some years at this facility. IMB staff checked all safes, desk, file cabinet and open shelf filing.

2. We have added several new organizations to this facility during 1986 which has added to our holding.

25X1 [redacted]

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